C.I.G. Administrative Instructions UNCLASSIFIED

1 of 1

CENTRAL INTELLIGENCE AGENCY Washington, D. C.



STATINTL ADMINISTRATIVE INSTRUCTION

31 December 1948

SUBJECT: Allocation of Office Equipment.

STATINTL

(This rescinds Administrative Instruction No. ary 1948.)

dated 20 Janu-

1. The following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA:

CLASS "A" EQUIPMENT

Offices of the Director and Deputy Director Offices of Assistant Directors and their Deputies Offices of CIA Staff Chiefs and their Deputies

CLASS "B" EQUIPMENT

Offices of Branch Chiefs Offices of Chiefs of organizational units equivalent to a Branch

CLASS "C" EQUIPMENT

All other offices

2. Exceptions to the above policy may be made with the approval of the Services Officer or the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for . Administration and Management

DISTRIBUTION: A

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020015-6

STATINTL

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

STATINTL

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20 January 10

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Office of the Executive Director
Office of the Asst. Rirectors, including Deputy
Assistant Directors
Office of Executive for Administration and Management
Office of Executive for Inspection and Security
Office of Chief, ICAPS
Office of Chief, Advisory Council
Office of General Counsel

CLASS "B" EQUIPMENT

Office of Branch Chiefs
Office of Chiefs of Organizational Units equivalent
to a Branch

CLASS "C" EQUIPMENT

All other offices

2. Offices having special functions and reception offices will be allocated equipment of a class satisfactory to their operational needs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Administration and Management

DISTRIBUTION: A

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020015-6

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CLASS "B" EQUIPMENT

Office of Branch Chiefs
Office of Chiefs of Organizational Units equivalent to a Branch

CLASS "C" EQUIPMENT

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

DISTRIBUTION: A

DRAFT

12 January 1948

STATINTL

ADMINISTRATIVE INSTRUCTION

DATE 20 Jan 48

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Office of Chief, ICAPS
Office of Chief, Advisory Council
Office of General Counsel

CLASS "B" EQUIPMENT

Office of Branch Chiefs
Office of Chiefs of Organizational Units equivalent to
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

Approved For Release 2001/08/02: CIA-RDP81-00728R000100020015-6

Office Memorandum • United States Government

ACTING CHIEF, MANAGEMENT BRANCH

DATE: 15 January 1948

FROM

CHIEF, SERVICES BRANCH

SUBJECT:

Proposed Administrative Instruction on Allocation of Office Equipment

1. In connection with the attached proposed Administrative Instruction, subject: "Allocation of Office Equipment", the Chief, Services Branch, has the following comments to submit.

2. Paragraph 4 of the previous Memorandum dated 11 April 1947 is preferred over the paragraph 2 of the proposed order, the reason being that the latter implies that reception offices of all descriptions, whether they be reception offices to buildings or a division, or whatever, will be allocated Class "A" and Class "B" equipment. Also, the use of the phrase, "special functions" would be a basis on which practically every office can base an appeal. Past experience has indicated that such appeals will be made. Under the previous Memorandum there were practically no appeals for executive type office equipment, and it is for that reason that the statement contained in the previous order is preferred.

STATINTL

3. The proposed order also does not state wherein the authority lies for the determination of Class "A" or Class "B" equipment. It is believed that some authority should be worked out for this. It is suggested that reference be made to the Services Branch "Catalog of Office Equipment and Furniture" dated 1 December 1947, in which Class "A" and Class "B" equipment is listed.

ILLEGIB



Attachment

Approved For Release 2001/08/02: CIA-RDP81-00728R000100020015-6

DRAFT

9 January 1948

STATINTL

ADMINISTRATIVE INSTRUCTION NO.

DATE

SUBJECT: Allocation of Office Equipment

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Executive for Administration and Management
Executive for Inspection and Security
Chief, ICAPS
Chief, Advisory Council
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LASS "B" EQUIPMENT

Tanch Chief-Chief, ICAPS Chief, Advisory Council General Counsel

Office of Branch Chiefs Chiefs of Organization Units Equivalent to a Branch

CLASS "C" EQUIPMENT

All other personnel

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

Office Memorandum • United States Government

TO

EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT

DATE:

5 January 1948

FROM :

CHIEF, SERVICES BRANCH

SUBJECT:

Distribution of Executive Type Office Equipment

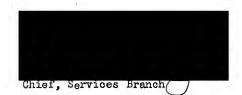
STATINTL

1. Reference CIG Memorandum dated 11 April 1947, Subject: "Distribution of Executive Type Office Equipment".

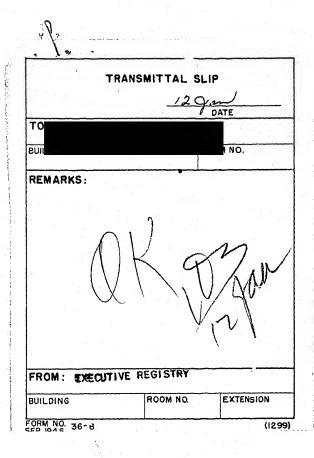
STATINTL

- 2. This memorandum was rescinded by CIA General Order dated 26 September 1947 issued by the Executive for Administration and Management.
- 3. The memorandum referred to in paragraph 1 above is essential as a basic policy for the distribution of the more expensive types of office equipment. Experience has indicated that such a policy in the end proves to be an economy rather than an extraordinary expense.
- 4. The memorandum as originally issued serves the purposes of the Supply Division, Services Branch, completely, and no changes or amendments are recommended. It is therefore recommended that a similar directive be issued by the Executive for Administration and Management.

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STATINTL



UNITED STATES GOVERNMENT Office Memorandum ·

STATINTL

Executive for Administration & Management

DATE: 7 January 1948

FROM

STATINTL

CCD

Thru: CAS & ADSO

SUBJECT:

Domestic Telegrams - Change in Rates and Procedures

1. In order that originators of domestic telegrams may be informed of the new telegraph rates and procedures, it is suggested that the following CIA Administrative Order be published:

*1. The FCC regulations giving the U. S. Government preferential rates and priority over commercial traffic when using domestic commercial telegraph facilities have been recently changed. As a result, the cost for domestic commercial telegrams has been increased 20%, making it the same as the full commercial rate. Likewise the old ruling that Government Domestic Telegrams were handled ahead of all other traffic has been changed. Government Domestic Telegrams will be handled in their normal sequence with other traffic unless the originator indicates a specific request for special priority handling.

72. Originators of Government Domestic commercial telegrams are cautioned that if a telegram requires special handling, the precedence PRIORITY or URGENT must be checked if a cable form is used; and that the words "PRIORITY" or "URGENT" must be typed on a Western Union telegraph blank.

₩3. Upon receipt of domestic telegrams marked PRIORITY or URGENT, the Communications Division Signal Center will include the proper precedence symbol on the message and pass to the Western Union Company for transmission.

STATINTL

Lt. Colonel, GSC

Chief, Communications Division

Recommend Approval.
For ADSO

STATINTL

elle. Office.